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Sample Letter from the Originating Office

An Additional Help Document for ADS Chapter
516

Partial Revision Date: 04/19/2019
Responsible Office: M/MS/IRD
File Name: 516sad_041919

Mr. Oliver Potts
Director
Office of the Federal Register (NF)
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

Dear Mr. Potts:

This is to certify that the MS word file of the (title/name of the document/notice to be published) and the two photocopies provided are true copies of the original signed document.

Please publish the above-mentioned document as soon as possible.

Sincerely,

Name of the Originating Office
Bureau of the Originating Office
U.S. Agency for International Development